



## DEPARTMENT OF THE NAVY

DIRECTOR, SPACE AND NAVAL WARFARE  
INFORMATION TECHNOLOGY CENTER  
2251 LAKESHORE DRIVE  
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 1070.1  
ITC25  
04 Jun 2001

### SPAWARINFOTECHCEN INSTRUCTION 1070.1

Subj: PERSONNEL GAINS AND LOSSES PROCESSING PROCEDURES FOR MILITARY, CIVILIAN, AND CONTRACTOR PERSONNEL

Ref: (a) NAVRESINFOSYSOFFINST 4400.1  
(b) FAR 52.245-5

1. Purpose. To establish command personnel gains and losses processing procedures and responsibilities for military, civilian, and contractor personnel assigned to the Space and Naval Warfare Information Technology Center (SPAWARINFOTECHCEN). This instruction has been revised and should be read in its entirety.

2. Cancellation. NAVRESINFOSYSOFFINST 1070.1B

3. Action

a. The Contracting Officer Representatives (CORs) (ITC00C), Military Coordination Office (ITC00M1), and the Civilian Resources Liaison Department (ITC22) will ensure the following reports are submitted.

(1) Anticipated Gains and Losses. Military and civilian manpower managers will forward weekly, a projected listing of gains and losses to the Administrative Department (ITC251C). The CORs will consolidate and submit contractor projections. Managers will reflect these projections as soon as information is received, or if possible, 30 days prior to assignment or departure.

(2) Gains and Losses. Military and civilian manpower managers will forward weekly a listing of newly hired or no longer employed personnel to the Administrative Department (ITC251C). The CORs will consolidate and submit the contractors response. Negative reports are not required weekly, but a response is required monthly.

b. CORs and immediate supervisors will ensure the following is completed between the hours of 0800 (8:00 A.M.) and 1430 (2:30 P.M.).

(1) Check-in. Ensure that newly assigned military, civilian, or contractor personnel report to the Administrative Department (ITC251C) the same workday of reporting for duty. Administration will provide a copy of the Check In/Check Out Sheet (SPAWARINFOTECHCEN 1070/1) with instructions for completion to reporting personnel. Immediate supervisors are responsible for ensuring the SPAWARINFOTECHCEN 1070/1 is completed and returned within 48 hours of assignment. Personnel will sign for receipt all government property issued to them per references (a) and (b).

(2) Check-out. Ensure departing personnel report to the Administrative Department at least 10 days prior to their departure date. At that time, the employee will be given instructions on how to complete the Check In/Check Out Sheet (SPAWARINFOTECHCEN 1070/1). The employee will return the completed form to the Security Department upon departure. As a minimum, departing personnel will be required to accomplish the following:

(a) Ensure you transfer custody of any assigned computer equipment, software, and other property to the inventory control custodian per references (a) and (b).



(b) Turn in all security badges and keys.

(c) Provide a forwarding address for mailroom to forward your mail subsequent to departure.

(d) Complete processing in other areas as required.

(3) Movement of Personnel Report. All personnel (military, government, and contractors) will notify the Administrative Department by E-mail of any physical moves once the employee has been processed in. Administration (ITC251C) will notify the appropriate managers listed on the SPAWARINFOTECHCEN 1070/1 of the employees relocation. This notification will change the employees GroupWise phone numbers, cube location, telephone AUDIX information, mailroom locator, desk reference locator, logistics data base, etc. Personnel will provide the following information: Employees name, code attached, old and new telephone number, old and new cube number. Additionally, contractors will provide the program they are working on (e.g., DIHMRS, NSIPS, RHS) and the government code attached.

#### 4. Form and Report

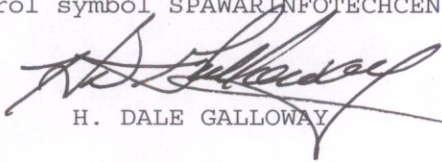
a. The SPAWARINFOTECHCEN 1070/1 (Rev 3-01), Check-In/Check-Out Form may be obtained from the SPAWARINFOTECHCEN Administrative Department located in building 2, 1st floor behind the elevators.

b. The following reports contained within this directive have been approved for only 3 years from the date of issuance.

(1) The Anticipated Gains and Losses Report contained in paragraph 3a(1) above has been assigned report control symbol SPAWARINFOTECHCEN 1080-1.

(2) The Gains and Losses Report contained in paragraph 3a(2) above has been assigned report control symbol SPAWARINFOTECHCEN 1080-2.

(3) The Movement of Personnel Report contained in paragraph 3b(3) above has been assigned report control symbol SPAWARINFOTECHCEN 1080-3.

  
H. DALE GALLOWAY

Distribution: (NAVRESINFOSYSOFFINST 5218.1)

Lists A, B, C, D, E, and F

(Managers will ensure all personnel comply with this instruction.)

(SPAWARINFOTECHCEN CORs will ensure contractors are in receipt of and comply with this instruction.)